Title Approval Status

he Title Approval Status function provides current information on completed title approvals. This feature allows lenders to use the FHA Connection to view and print the title approval information for any case for which:

- a) they are listed as either the servicer or holder in HUD records, and
- b) a computer-generated title approval letter has been issued.

The Title Approval Detail printed using this feature satisfies the claim file documentation requirements for title approval letters. The Title Approval option is available on the Claims Processing menu.

Searching for Title Approval Information

here are two search options available. You may search for a single case title approval record or request multiple title approval records based upon criteria entered on the Single Family Title Approval Status page (see Figure 1). A multiple title approval request lists all of the title approval information processed during the date range entered; individual title approval details can be obtained by selecting a listed case.

- In order to retrieve a Title Approval for a case, you must be the holder or servicer of record.
- If you need assistance completing the page or with

field definitions, click [Help]

To request a single case Title Approval record:

- 1. Select <u>Claims Processing</u> on the Single Family Servicing menu.
- Select <u>Title Approval Status</u>. The Single Family Title Approval Status page appears (see Figure 1).
- 3. Enter the **FHA Case Number**, including the dash (-), e.g., 111-1234567.
- 4. Click Search If there are no errors, the Title Approval Detail for the requested case appears (see Figure 2).

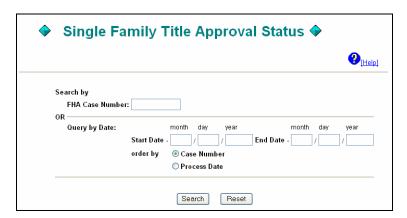


Figure 1: Single Family Title Approval Status

Single Family Claim	ns Title Approva	l Results ♦
Title Approval Detail		
		2
Case Number: 112-3344556	Current Status:	[Help] TITLE APPROVED
Mortgagor: CROCKER, BETTIE Property Street: 123 COOKIE CUTTER COURT City: BAKERSVILLE	Process Date:	03/20/2000
State: VA Zip: 22191	Last Transaction Date: Last Transaction Comment:	03/20/2000 01
Mortgagee Number: 70864		
Mortgagee Reference Number: 9308202		
Title Approval Letter addressed to:	Title Received Date:	03/13/2000
Name: COOK MORTGAGE LOANS	Title Approval Date:	03/20/2000
Attn:	Title Approval Letter Date:	03/23/2000
Street: 456 CHOCOLATE LN		
City: JACKSONVILLE	Field Office:	WASHINGTON, D.C. OFFICE
State: FL Zip: 322560000		

Figure 2: Single Family Claims Title Approval Results - single case

Updated: 09/2003 Title Approval Status - 1

To request multiple Title Approval records:

- 1. Select Claims Processing on the Single Family Servicing menu.
- 2. Select Title Approval. The Single Family Title Approval Status page appears (see Figure 1).
- Enter the Start Date and End Date to include all title approval records processed by HUD between the indicated dates.
- Specify the desired sort order.
- 5. Click Search If there are no errors, the Single Family Claims Title Approval Results page lists the title approval information for the specified date range (see Figure 3). The selection list allows you to request the Title Approval detail for an individual case.

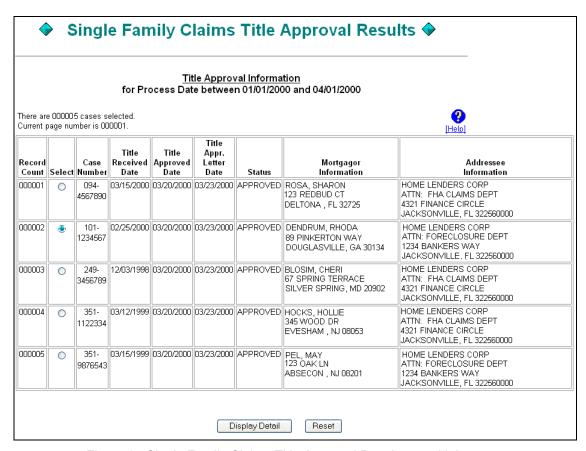


Figure 3: Single Family Claims Title Approval Results - multiple cases

- If the results of the search produce more than one page of cases, use the Next buttons at the bottom of the page to move through the list.
- Click the Select radio button beside the desired case number to view the title approval details (see Figure 2).

Updated: 09/2003 Title Approval Status - 2